

## **MADERA COUNTY**

### **WELFARE INVESTIGATOR II**

#### **DEFINITION**

Under general supervision, to conduct investigations relating to suspected fraudulent receipt of public assistance aid; obtain and present facts and evidence to support administrative action or prosecution; negotiate for and secure repayment of funds fraudulently obtained.

#### **DISTINGUISHING CHARACTERISTICS**

The Office of the District Attorney is responsible for the prosecution of all criminal violations of state and local laws and the investigation and filing of criminal actions in welfare fraud cases. Welfare Fraud Investigators are assigned to the Office of the District Attorney's Special Investigations Unit (SIU).

This is a journey level class in the Welfare Investigator series. Employees at this level are expected to be fully qualified and able to independently perform a wide range of fraud investigations. Some Welfare Investigator II positions may have lead worker responsibilities and perform their duties with a substantial degree of independent judgment.

#### **SUPERVISION EXERCISED**

May exercise technical and functional supervision over technical and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Conducts in-house and field investigations of suspected fraudulent receipt of public assistance aid; locates and interviews suspected persons, absent parents, and witnesses using a variety of surveillance and tracing methods; analyzes and evaluates witnesses' testimony; enters and retrieves numerical and narrative data from an automated computer system(s); serves subpoenas, executes search warrants and makes arrests; examines a variety of records to secure information concerning suspected violations; gathers, assembles, preserves, and reports facts, statements, or affidavits and other evidence for use in legal action; assists in fraud prosecutions in accordance with specific instructions and clearly defined guidelines; may appear as a witness in court proceedings; makes arrangements for the repayment of funds fraudulently obtained and follows-up to enforce actions for collection of such funds; reads and interprets computer printouts and information on computer screens; prepares correspondence and reports; interprets and explains the provisions of laws, rules or regulations related to the purpose of the investigation; and may act in a liaison capacity between the District Attorney's Office, Department of Social Services and County Counsel's Office and all other public agencies, State, Federal, and Local law enforcement and regulatory agencies and courts.

**OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Interviewing techniques  
Report writing and record keeping.  
Proper use and maintenance of firearms.  
Criminal investigation techniques and procedures.  
Appropriate methods of surveillance, skip tracing methods, and other sources of information used in locating persons or obtaining facts.  
Principles of identification, arrest procedures, search warrant acquisition and execution, preservation, and presentation of evidence.

**Skill to:**

Operate firearms and related equipment.  
Operate modern office equipment including computer equipment.  
Operate a motor vehicle safely.

**Ability to:**

Communicate complex information, both orally and in writing, in manner that is understandable to others.  
Interview, analyze, and evaluate the statement of witnesses or suspected violators.  
Learn, interpret, and apply provisions of the welfare laws, search and seizure laws, and the legal rights of citizens.  
Write clear and accurate correspondence and reports.  
Perform basic arithmetical calculations.  
Deal effectively with citizens and public officials under conditions requiring tact and good judgment.  
Gather and document information and evidence by observation, record examination, and interview.  
Negotiate for and secure payment of funds fraudulently obtained.  
Coordinate and communicate job activities and investigations with staff responsible for other functions within the Department.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

One (1) year of investigative experience which included locating, observing and interviewing suspected persons and witnesses, preparing detailed reports of findings, and preparing or presenting evidence.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in criminal investigation techniques and legal aspects of evidence.

**License or Certificate:**

Possession of, or ability to obtain by date of appointment, a current valid Basic POST Certificate or academy completion certificate issued by the California Commission on Peace Officer Standards and Training.

Possession of, or ability to obtain, a valid class 'C' California driver's license.

**SPECIAL REQUIREMENTS:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 80 lbs.; exposure to cold, heat, noise, outdoors, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; ability to work irregular hours and overtime.

Must meet physical, background, and job related standards as established by the State of California and Madera County to ensure safety of department personnel and the general public.

**Effective Date:** January 2008